

AGENDA

**BOARD OF COMMISSIONERS
REGULAR MEETING
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500**

**June 25, 2007
5:30 P.M. (EDT)**

1. **INVOCATION** Rev. Mark Story, Highland Christian Church
- PLEDGE OF ALLEGIANCE** John Hammond
- ROLL CALL**
- MINUTES** May 21, 2007 Special Meeting; June 1, 2007 Special Meeting; June 11, 2007 Work Session; June 14, 2007 Work Session.

MAYOR'S REPORT

2. CEREMONIAL ITEMS

- 2.1 **Background:** The Board of Commissioners traditionally recognizes City employees who are being promoted within the various City departments. At this meeting, the following individuals will be in attendance

Police Department
Police Department

Michelle Albertson, promoted from Patrol Officer III to Sergeant
Charles Adams, promoted from Sergeant to Lieutenant

3. ORDINANCES

- 3.1 **SECOND READING:** The property identified by the parcel map number of #050-00-00-019.00 & #063-00-00-033.01, is hereby rezoned from AG (Agriculture) to PC (Planned Commercial Development for 52 acres), RS (Special Residential for 30 acres), and RB (Residential "B" district for the remaining 159 acres).

Purpose: In accordance with the April 27, 2007 Order of the Franklin Circuit Court entered in Civil Action No. 05-CI-01516, to amend the zone map classification as requested by the Plaintiff's application to the City of Frankfort for a zone map amendment by HMN127, LLC; Mrs. John C. Noel Estate: Silas M. Noel, Caroline Noel, and John C. Noel IV; and optionee Gilbert Development, LLC, for 241 acres of the Mrs. John C. Noel Estate and HMN127, LLC property from AG (Agriculture) to PC (Planned Commercial Development for 52 acres), RS (Special Residential for 30 acres), and RB (Residential "B" District for the remaining 159 acres). All contained within the parcel ID #050-00-00-019.00 & #063-00-00-033.01.

Background: On June 14, 2005, the Frankfort-Franklin County Planning Commission held a public hearing to consider a zone change request for this property. The public hearing was closed, and then tabled to the next meeting so that a summary could be provided. On July 14, 2005 the Planning Commission removed the item from the table, approved the summary, approved and adopted the eight (8) findings of fact proposed by the Commission (see attached), and then moved to recommend approval of a zone map amendment as requested based on all eight (8) findings of fact. The motion to recommend approval of the requested zone map amendment passed by a vote of 4-3.

On September 15, 2005 the City Commission held their own public hearing on the request and denied the zone map amendment, and the applicants appeal the denial of the City Commission to the Franklin

Circuit Court in Civil Action No. 05-CI-01516I. Thereafter, the parties entered into mediation to attempt to resolve the case.

On April 23, 2007, the City Commission, by a vote of 4 to 1, authorized the Mayor to sign on behalf of the City of Frankfort, the Report of Mediation and Agreement in Principle dated March 30, 2007.

On April 27, 2007, the Franklin Circuit Court entered an Order in Case No. 05-CI-01516 directing the City to prepare an ordinance providing for the amendment of the zone map as requested by the plaintiffs.

This ordinance had its first reading on May 21, 2007.

Recommendation: Approval

Attachments:

- Ordinance
- Court Order filed April 27, 2007,
- Report and Mediation and Agreement in Principle dated March 30, 2007
- Copy of staff report presented at the September 15, 2005 City Commission Meeting.

Contact Person

Name: Gary Muller
Title: Director of Planning and Building Codes
Department: Planning and Building Codes
Phone: 502/352-2100
Email: Gmuller@frankfort-ky.gov

- 3.2 SECOND READING:** An Ordinance amending the budget of The City of Frankfort for the Fiscal Year 2006-2007 to provide for the payment of the interest on the Bond for the Public Safety Building through June 30, 2007.

Purpose: The purpose of this item is to consider approval of an ordinance amending the budget to provide for monies for the City of Frankfort to pay the interest expense on the Bond for the Public Safety Building.

Background: After the 2006-2007 Budget for the City of Frankfort was approved by the City Commission, the city issued a \$9,995,000 General Obligation Bond to fund the Public Safety Building. This ordinance would amend the 2006-2007 budget to provide for monies to pay the interest on the bond.

This ordinance had its first reading May 21, 2007.

Financial Analysis: This money would be funded out of the Capital Improvements Fund Account No. 100.90.53295.

Recommendation: Approval

Attachments:

- Ordinance
- Bond Payment Schedule

Contact Person

Name: Steve Dawson
Title: Director
Department: Finance
Phone: 502/875-8500
Email: sdawson@frankfort-ky.gov

3.3 SECOND READING: An Ordinance appropriating of the revenue to be received by the City of Frankfort for Fiscal-Year 2007-2008.

Purpose: The purpose of this ordinance is to appropriate revenue to be received and expended by the City of Frankfort for Fiscal-Year 2007-2008 in accordance with the budget submitted and approved by it's adoption.

This ordinance had its first reading on May 21, 2007.

Recommendation: Approval

Attachment:

- Ordinance

Contact Persons

| | | |
|--------------------|--|--|
| Name: | Tony Massey | Steve Dawson |
| Title: | City Manager | Director |
| Department: | City Manager | Finance |
| Phone: | 502/875-8500 | 502/875-8505 |
| Email: | amassey@fewpb.com | sdawson@fewbp.com |

3.4 SECOND READING: An Ordinance amending Ordinance No. 13, 2006 Series, and Frankfort Code of Ordinances Chapter 37.32 Pay Plan (Salary Ordinance).

Purpose: The purpose of this Ordinance is to amend existing ordinances relating to salary and wages for officers and employees of the City of Frankfort by enacting a three percent (3%) salary increment for full-time regular personnel for Fiscal-Year 2007-2008.

This ordinance had its first reading on May 21, 2007.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person

| | |
|--------------------|--|
| Name: | Tony Massey |
| Title: | City Manager |
| Department: | City Manager |
| Phone: | 502/875-8500 |
| Email: | amassey@frankfort-ky.gov |

3.5 SECOND READING: An Ordinance amending Frankfort Code of Ordinances Chapter 38, Ambulance Service, Section 38.30.

Purpose: To consider amending the Ordinance to establish new rates for ambulance services.

Background: As costs for providing ambulance services continues to rise, the current charges need to be increased. The last rate increase was adopted in 2002 and each level of service has been raised by 5% each year since 2002. In order to keep pace with the private insurance rates allowed by Medicare, it is recommended that each level of EMS service be increased by \$400.00.

This ordinance had its first reading on May 21, 2007.

Financial Analysis: Projected revenues in each of the forthcoming six years result in an increase of \$180,000 - \$200,000 in ambulance service payments.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person

Name: Wallace Possich
Title: Chief
Dept.: Fire
Phone: 502/875-8511
E-Mail: wpossich@frankfort-ky.gov

3.6 SECOND READING: An Ordinance establishing an application fee for the Sewer Capital Recovery Program.

Purpose: To consider an ordinance creating an application review fee of \$150.00 to offset the costs to the Sewer Department for review of the cost recovery application.

Background: On April 23, 2007 the City adopted a cost recovery ordinance as mandated by KRS 96.539. The cost recovery ordinance requires that the Sewer Department undertake a review of the area to be served by the proposed extension. The proposed fee, without specifying the amount, is referenced in the Cost Recovery Ordinance.

This ordinance had its first reading on May 21, 2007.

Financial Analysis: Approval of this ordinance will generate fees to offset the costs of the Sewer Department for review of cost recovery application.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

3.7 SECOND READING: An Ordinance amending Frankfort Code of Ordinances, Chapter 37, Personnel; City Employees, Section 37.06, Insurance; Deferred Compensation.

Purpose: To consider an ordinance to establish an additional cost for health insurance coverage for City employees and elected officials of \$25 per month.

Background: Employee contributions to the City's health insurance plan have not been increased since 1999. Since that time there have been significant increases in medical costs that the City has paid for under the self-insurance plan. Due to current budget issues facing the City, the Employee Benefits Committee felt it appropriate to recommend an increase to each employee of \$25 per month for both single and family medical insurance coverage. The City's third-party administrator, Wells Fargo, also endorses this proposal.

This ordinance had its first reading on May 21, 2007.

Financial Analysis: The increase should generate approximately \$100,000 to the health plan to offset the General Fund's contribution for the Fiscal-Year 2007-08 budget.

Attachment:

- Ordinance

Contact Persons:

| | | |
|--------------------|--|--|
| Name: | John Morrow | Tony Massey |
| Title: | Director | City Manager |
| Department: | Personnel | City Manager |
| Phone: | 502/875-8500 | 502/875-8500 |
| Email: | jmorrow@frankfort-ky.gov | amassey@frankfort-ky.gov |

- 3.8 SECOND READING:** An Ordinance related to mandatory responsible beverage server training in the City of Frankfort.

Purpose: To consider the passage of an ordinance requiring individuals serving alcohol within the City of Frankfort to take an alcoholic beverage server training course.

Background: The Franklin County ASAP Board and the Coalition for a Safe and Drug Free Franklin County have requested the City of Frankfort to consider enacting an ordinance requiring mandatory training for individuals serving alcoholic beverages at licensed establishments in the City. The training would help servers to identify underage individuals attempting to purchase alcoholic beverages and individuals that have overindulged. The training would be mandatory.

This ordinance had its first reading on May 21, 2007.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person

| | |
|--------------------|--|
| Name: | Rob Moore |
| Title: | City Solicitor |
| Department: | |
| Phone: | 502/227-2271 |
| Email: | rmoores@hazelco.com |

- 3.9 FIRST READING:** An Ordinance amending Frankfort Code of Ordinances, Chapter 37, Personnel; City Employees, Section 37.34, Chapter 40, Police Department and Fire Department, Section 40.57, Information Technology Officer, Biweekly rates.

Purpose: To properly align the position of Computer System Administrator under the direction of the Information Technology Department.

Background: This re-alignment will abolish 40.57 of Chapter 40 "Information Technology Officer." This will allow direction for the position of "Computer System Administrator" to be assigned to the Information Technology Department. Lieutenant Tom Columbia recently retired from the Police Department and would be appointed to this new position. He has the necessary security clearance already in place to continue to service the Police Department's needs in the Information Technology area. Additionally, he is uniquely qualified to fill this position due to the Police Department's specific IT needs.

Financial Analysis: Savings of approximately \$21,000 from the FY '06-'07 to the FY '07-'08 Budget.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name: John Morrow
Title: Director
Department: Human Resources
Phone: 502/875-8500
Email: jmorrow@frankfort-ky.gov

4. ORDERS

- 4.1** An Order confirming adoption of an Interlocal Agreement between the City of Frankfort and Franklin County Fiscal Court for the operation and maintenance of Youth Ballfields at Lakeview Park.

Purpose: The purpose of this item is to confirm approval of the Interlocal Agreement concerning the operation and maintenance of the four (4) ballfields at Lakeview Park.

Background: In February 2002 an agreement was made between the City and the County, for the operation and maintenance of the four ballfields at Lakeview Park. The agreement was automatically renewed if neither party objected for four additional one-year terms. There is a 30-day cancellation clause for both parties.

The Board approved the agreement as a consent agenda item May 21, 2007. It must be confirmed by Order.

Recommendation: Approval.

Attachment:

- Order
- Interlocal Agreement

Contact Person

Name: Steve Brooks
Title: Director
Department: Parks & Recreation
Phone: 502/875-8575
Email: sbrooks@frankfort-ky.gov

- 4.2** An Order authorizing the Sewer Department of the City of Frankfort to collect payment for sewer services which have been previously provided but not billed to the respective customers.

Purpose: To approve an Order authorizing the Sewer Department of the City of Frankfort to collect payment for sewer services which have been previously provided but not billed to the respective customer

Background: The Sewer Department has completed its internal review of the Plant Board billing database and have determined certain customers have been on sewers and have not been billed. Based upon KRS 278.225 the Public Service Commission allows a utility to recover up to two (2) years of unbilled service. Using this Statute as a guideline, it is recommended that this Order be adopted to recover lost revenue.

Recommendation: Approval

Attachments:

- Order

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

5. RESOLUTIONS
None

6. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

6.1 To approve a sewer extension contract with Tierney Storage, LLC, Frankfort, Kentucky (Sewer Department).

Purpose: To approve a contract with Tierney Storage, LLC, as owner of Lot #7 in the Franklin County Business Park #3 located in Frankfort, Kentucky, which is zoned industrial development, with improvements including 5 new manholes and 1,158 feet of 8-inch SDR 35 pipe serving Lot #7.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Ronald W. Tierney, Managing Member, Tierney Storage, LLC, 4475 Rockwell Road, Winchester, Kentucky 40391 has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval.

Recommendation: Approval

Attachment:

- Sewer Extension Contract

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@Frankfort-ky.gov

6.2 To authorize a bid award to McCord Emergency Lighting to up-fit the Dodge Sprinter 3500 van used by the Tactical Response Unit (Police Department).

Purpose: To award the bid to McCord Emergency Lighting for the up-fitting of the Dodge Sprinter 2500 van used by the Police Department's Tactical Response Unit.

Background: On Monday, April 23, 2007, the Finance Department received bids for up-fitting a Dodge Sprinter 3500 van (Bid # 27001-43). The sole bid submitted by McCord Emergency Lighting was received and opened at 3:05 p.m. McCord Emergency Lighting's bid which totaled \$43,357.00 met the specifications.

Financial Analysis: Funding is available in the Police Department Asset Forfeiture U.S. Justice Account. These monies can only be used for law enforcement purposes.

Recommendation: Approval

Attachment:

- McCord Emergency Lighting Proposal

Contact Person:

| | | |
|--------------------|--|--|
| Name: | Walter M. Wilhoite | Angie Disponette |
| Title: | Chief of Police | Purchasing Agent |
| Department: | Police | Finance |
| Phone: | 502/ 875-8523 | 502/875-8500 |
| Email: | mwilhoite@frankfort-ky.gov | adisponette@frankfort-ky.gov |

- 6.3** To authorize the filing of a grant application for 2007 Edward Byrne Memorial Justice Assistance Grant (JAG) Program and to authorize the mayor to sign all grant documents (Police Department).

Purpose: To consider authorizing the filing of a grant application for 2007 Edward Byrne Memorial Justice Assistance Grant (JAG) Program and to authorize the mayor to sign all grant documents. The project will be designed to add more wireless hot spots so police and fire department mobile device units can upload reports to CAD server at city hall and transmit information to Kentucky State Police server.

Background: Under the Edward Byrne Memorial JAG Program the City of Frankfort will be allocated approximately \$12,000.00 for Community Policing. The city police department currently has only one wireless hot spot located at the back of the main headquarter building. With construction going on of the new public safety building, it is currently difficult and inconvenient for the MDC (laptop) users to transmit police reports and other information to 911dispatch center and Kentucky State Police data servers. To save time and money for MDC users to upload reports and information to those servers without going to city hall and police headquarter, we are proposing thru Edward Byrne Memorial JAG Program to add four more wireless access points throughout the city. The cost of the hardware and software is about \$2,918 each location for a total of \$11,672.

Financial Analysis: Cost for this project is estimated to be \$11,672.00 Under the Edward Byrne Memorial JAG Program the City of Frankfort will be allocated approximately \$12,000.00 for Community Policing. The grant program should cover the cost of the project. However, from previous JAG program funds there is \$2,700.00 in Account No. 605 to cover any overage.

Recommendation: Approval

Attachment:

- Pricing per unit.

Contact Persons

| | | | |
|--------------------|--|--|--|
| Name: | Chief Wilhoite | Julsun Pacheco | Rebecca Hall |
| Title: | Police Chief | IT Manager | Grants Manager |
| Department: | Police | City Manager | City Manager |
| Phone: | 502/875-8500 | 502/875-8500 | 502/875-8500 |
| Email: | mwilhoite@frankfort-ky.gov | jpacheco@frankfort-ky.gov | rhall@frankfort-ky.gov |

- 6.4** To authorize the awarding of the contract for the Architectural Historian Consulting Services (Grants Manager).

Purpose: The purpose of this item is to approve the awarding of the contract for the Architectural Historian Consulting Services.

Background: On the recommendation of Holmes Street Master Plan the Board of Commissioners authorized advertising for Requests for Proposals for Architectural Historian Consulting Services. The bid documents were approved by the Kentucky Heritage Council and Requests for Proposal advertisements were published in the Kentucky State Journal on Sunday, May 6, 2007. Deadline for submissions was Tuesday, May 29, 2007. Four proposals were received.

A selection committee consisting of Purchasing Agent Angie Disponette, Planning Supervisor Maya DeRosa, Grants Manager Rebecca Hall, and Downtown Frankfort Executive Director Harry Carver opened and began reviewing the bids on Wednesday, May 30, 2007 (Scoring totals are attached). Of the four proposals submitted, Wilbur Smith and Associates scored the highest on the combined criteria of Professional Qualifications, Previous Experience, Familiarity with Locality, Timeline and Cost.

Financial Analysis: Wilbur Smith and Associates, while meeting the other criteria, also falls in the range of the funds available for this project set aside in the 2007 - 2008 Budget.

Recommendation: Approval

Attachments:

- Professional Services Evaluation Summary
- Request for Proposals

Contact Person:

Name: Rebecca Hall
Title: Grants Manager
Department: City Manager
Phone: 502/875-8500
Email: rhall@frankfort-ky.gov

- 6.5** To authorize a bid award to James W. Fowler Company to construct a 48" Storm Sewer by Microtunneling (Sewer Department and Public Works Department).

Purpose: The purpose of this item is to authorize a bid award to James W. Fowler Company to construct a 48" Storm Sewer by Microtunneling.

Background: HMB Engineers recommends that the City award the contract to the lowest responsible bidder, James W. Fowler Company, in the amount of \$2,541,560.00. The project will be partially funded by grants provided by the Kentucky General Assembly in the amount of \$2,405,811. The balance of the funds will come from the Holmes Street Drainage Account.

This is part of a multi-pronged solution to address stormwater issues along the Holmes Street Corridor. This will connect the recently completed East Main Outlet Structure with the combined sewers in Holmes Street. The remaining phases will be various Holmes Street storm sewer separation projects.

Financial Analysis: Funding is available in Account No. 450.68.56550 and Account No. 633.00.51100.

Recommendation: Approval

Attachment:

- Bid Tab

Contact Persons:

| | | |
|--------------------|-------------------|---------------------------|
| Name: | Jeff Hackbart, PE | William R. Scalf, Jr., PE |
| Title: | Director | Director |
| Department: | Public Works | Sewer |
| Phone: | 502-875-8500 | 502-875-2448 |

Email : jhackbart@frankfort-ky.gov wscalf@frankfort-ky.gov

- 6.6** To authorize contract award to Kenney, Inc. for the construction of the Ford Garage Pump Station Replacement (Sewer Department).

Purpose: The purpose of this item is to authorize a bid award to Kenney Inc. to construct the Ford Garage Pump Station replacement.

Background: The Ford Garage Pump Station is an old Can-Tex style pump station and the Sewer Department has been having problems with the pump station for several years due to age and availability of parts. Additionally the replacement station will be relocated to a more optimal location for the Department.

Bids were opened on May 31, 2007 and two bidders responded to the Request for Bids. Kenney Inc. is the lowest responsible bidder with a lump sum bid of \$183,203.00.

Financial Analysis: Funds are available in Account No. 450.68.56550.

Recommendation: Approval

Attachment:

- Bid Tab

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

- 6.7** To authorize a Sewer Extension Contract with Trademark Development, LLC, Frankfort, Kentucky (Sewer Department)

Purpose: To approve a contract with Trademark Development, LLC, as owner of Copperleaf Subdivision at U.S. 421 in Frankfort, Franklin County, Kentucky, which is zoned commercial development, with improvements including 15 new manholes and 2,978 feet of 8-inch SDR 35 pipe serving 8 lots.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Will Crumbaugh, Member, Trademark Development, LLC, 103 East Main Street, Kentucky 40601 has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval.

Recommendation: Approval

Attachment:

- Sewer Extension Contract

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@Frankfort-KY.gov

- 6.8** To authorize award of a professional service contract to DLZ Kentucky, Inc. for concept design of an expansion of the Wastewater Treatment Plant Laboratory (Sewer Department).

Purpose: To award a contract to DLZ Kentucky for concept design of an expansion of the Wastewater Treatment Plant Laboratory.

Background: In May 2007 the Sewer Department accepted Statements of Qualifications from firms for architectural and engineering services for concept design of an expansion of the Wastewater Treatment Plant Laboratory. The Sewer Department received Statements of Qualifications from 1 firm, DLZ Kentucky, Inc. Upon review of the Statements of Qualifications and meeting with representatives of the firm, it was decided to award the contract to DLZ Kentucky.

The concept design will evaluate at least 2 alternatives to expand the Laboratory. After the concept design is completed, with project estimates, a decision will be made on which alternative to proceed with the project. Contract will be a lump sum fee of \$50,000.

Financial Analysis: Funds are available in Account No. 300.68.53295.

Recommendation: Approval

Attachment:

- Contract (under attorney review)

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

- 6.9** To authorize award of a professional services contract to DLZ Kentucky, Inc. to serve as the Wet Weather Program Manager for the City of Frankfort Sewer Department (Sewer Department).

Purpose: To award a contract to DLZ Kentucky to assist the Sewer Department with complying with the requirements of the forthcoming Consent Judgment with the Kentucky Environmental and Public Protection Cabinet.

Background: The Sewer Department is currently negotiating a Consent Judgment with the Kentucky Environmental and Public Protection Cabinet. DLZ Kentucky will provide various support activities to the Department during the coming years. Support will include project oversight, assist with contractor selection, scheduling, cost estimating, and programming.

The Agreement has a cap of \$150,000 and tasks will be authorized and executed by individual work orders.

Financial Analysis: Funds are available in Account No. 450.68.56550.

Recommendation: Approval

Attachments:

- Contract (under attorney review)

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director

Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort-ky.gov

- 6.10** To approve a Professional Service Agreement with CDP Engineers, Inc. to assist the City with the Phase II Stormwater Permit implementation (Public Works).

Purpose: To approve the professional service agreement with CDP Engineers, Inc. to assist the City with the Phase II Stormwater Permit implementation.

Background: The Kentucky Division of Water has officially designated the City of Frankfort and portions of Franklin County as a Phase II storm water community. The Phase II Storm Water Permit requires the City and the County to evaluate its stormwater system and develop a storm water quality program. CDP Engineers, Inc. will assist the City and County in the continued development and implementation of the Phase II Stormwater program.

The City has approached this permit as a joint project with the County to achieve cost savings for both entities. The project's cost participation was determined to be 75% for the City and 25% for the County, based on land use.

Financial Analysis: Funds are available in Account No. 100.61.53210 for these professional services not to exceed \$18,750.00.

Recommendation: Approval

Attachment:

- Agreement

Contact Person

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: jhackbart@frankfort-ky.gov

- 6.11** To Authorize the Mayor to sign the Pool Usage Agreement between the City and the Frankfort Area Swim Team ("FAST") (Parks and Recreation).

Purpose: To Authorize the Mayor to sign the Pool Usage Agreement between the City and FAST. This agreement will allow the members of FAST to use the Juniper Hill Swimming Pool facility for practice purposes and to hold a swim meet on the weekend of July 6, 7 and 8, 2007.

Background: The City and FAST have entered into a Pool Usage Agreement for a number of years. The Parks and Recreation Department recommends approval of the Pool Usage Agreement.

Recommendation: Approval

Financial Analysis: FAST has agreed to pay the City the amount of \$750.00 for the usage of the pool.

Attachments:

- Pool Usage Agreement.

Contact Person:

Name: Steve Brooks
Title: Director
Department: Parks and Recreation

Telephone: 502/875-8575
Email: sbrooks@frankfort-ky.gov

- 6.12** To authorize a mowing, weed eating and bush hogging agreement with Capital Lawn Management and authorize the Mayor to execute the service contract (Planning and Building Codes).

Purpose: To authorize a mowing, weed eating and bush hogging agreement with Capital Lawn Management (Kevin Newnam), and authorize the Mayor to execute the service contract.

Background: Prior to August 2004, the City's Public Works Department would perform mowing services for properties that did not comply with the Property Maintenance Code. In August of 2004, the City awarded a mowing contract (1yr with two additional year extensions) to Stan's Lawn Care.

An RFP was issued for the requested mowing services, since the August 2004 contract will expire on August 16, 2007. Only two bids were received. Capital Lawn Management (Kevin Newnam) was the lowest bidder and the cost is lower than the previous contract. Attached is the service costs breakdown from the two bids that were open on May 22, 2007.

Financial Analysis: Funds are allocated within the Planning and Building Codes Department Account No. 100-70-53295. All services conducted under this contract are billed to the property owner and reimbursed into this account. However, any bill not paid, a lien is placed upon the property, with interest.

Recommendation: Approval

Attachments:

- Bid Tab
- Contract

Contact Person

Name: Gary Muller
Title: Director
Department: Planning and Building Codes
Phone: 502/875-8500
Email: Gmuller@frankfort-ky.gov

| 6.13 | <u>Personnel Action</u> | <u>Employee</u> | <u>Department</u> | <u>Date</u> | <u>Other</u> |
|-------------|--------------------------------|------------------------|--------------------------|--------------------|---|
| | Promotion | Michelle Albertson | Police | 6-26-07 | To Sergeant from Patrol Officer III |
| | | Charles Adams | Police | 6-26-07 | To Lieutenant from Sergeant |
| | Retirement | Kevin Frye | Golf | 6-30-07 | Authorization to pay for all accrued time as of effective date. |
| | Resignation | Charles Spencer | Sanitation | 5-30-07 | Authorization to pay for all accrued time as of effective date. |

Attachment:

- Charles Spencer Resignation letter

Contact Person

Name: John Morrow
Title: Director
Department: Human Resources
Phone: 502/875-8500
Email: jmorrow@frankfort-ky.gov

7. BOARD APPOINTMENTS

- 7.1 Board of Park Commissioners
 - Reappointment of Ann French Thomas to a four-year term ending 5-1-11.
 - Reappointment of Revel W. Moore to a four-year term ending 5-1-11.
- 7.2 Frankfort-Franklin County Planning Commission
 - Reappointment of Dwayne Cook to a four-year term ending 7-1-11.
 - Reappointment of Patti Cross to a four-year term ending 7-1-11.

Attachments:

- Letters of Recommendation from Mayor May

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1 To confirm a Release Agreement between the City of Frankfort and Life Changing Ministries, Inc. for disposal of used picnic tables at Juniper Hills Park (Parks and Recreation).

Purpose: To confirm a Release Agreement between the City of Frankfort and Life Changing Ministries, Inc. for disposal of used picnic tables at Juniper Hills Park.

Background: City Parks and Recreation Department desires to dispose of used picnic tables that need replacement. Since the cost of transporting the picnic tables would most likely exceed the proceeds from public auction, the tables were donated to Life Changing Ministries for use at their facilities for the amount of \$1.00. Life Changing Ministries will pick up and transport the tables to their facilities. An agreement has been signed regarding this arrangement.

This item was inadvertently omitted from the May 21, 2007 agenda.

Recommendation: Approval

Attachment:

- Release Agreement

Contact Person:

Name: Steve Brooks
Title: Director
Department: Parks and Recreation
Phone: 502/875-2448
Email: sbrooks@frankfort-ky.gov

| 9.2 | <u>Personnel Action</u> | <u>Employee</u> | <u>Department</u> | <u>Date</u> | <u>Other</u> |
|-----|-------------------------|------------------|----------------------|-------------|---|
| | Promotion | Betty R. Burriss | Public Works/Transit | 6-26-07 | To Transit Superintendent from Transit Foreman. |

Contact Person

Name: John Morrow
Title: Director
Department: Human Resources
Phone: 502/875-8500
Email: jmorrow@frankfort-ky.gov

10. CITIZEN COMMENTS

11. COMMISSIONER COMMENTS

12. ADJOURNMENT